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ABSTRACT

This guide to federal government resources contains two major parts: (1) a set of descriptions of 38 federal programs that offer various types of resources for career education, and (2) a set of indices to help the practitioner use these programs. Indices include the following categories for each program: Program title, description, relationship to career education, financial assistance, publications, and where to get help. Stated limitations to the guide are that it does not promise to include all federal government programs that may be useful in career education, and it does not present detailed information on how to obtain funding from the programs described. It is suggested that the practitioner contact the programs directly for this information. (TA)

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FEDERAL AGENCIES FOR CAREER EDUCATION SERVICES

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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January 1976

U. S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
David Mathews, *Secretary*
Virginia Y. Trotter, *Assistant Secretary for Education*

Office of Education
T. H. Bell, *Commissioner*

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INTRODUCTION

One of the most promising and persistent aspects of career education is the involvement of the business-labor-industry-professional-government community in school efforts. While practitioners have devised many innovative ways to draw on local resources of this kind, resources of the Federal government often seem too difficult to understand or use. This guide has been prepared to help make them a little closer and a little clearer.

Specifically, the guide has two major parts: (1) a set of descriptions of 38 separate Federal programs that offer various types of resources for career education; and (2) a series of indices to help the practitioner "get at" these programs and what they offer.

There are some important limitations to the guide, however. First, it does not promise to include <u>all</u> Federal government programs [redacted] useful in career education. While we think the [redacted] programs are covered, there may well be others. This guide will have served an important purpose if it helps the user see the potential of a large variety of Federal activities and encourages the user to go beyond those described to create her/his own resources. Second, the guide does not present detailed information on how to obtain funding from the programs described. In light of the often changing funding levels and priorities of these programs, it would be most helpful and least misleading if the practitioner seeks out this information for himself/herself. Finally, the guide suggests some, but by no means all, the ways in which the described programs could be used. The section in each description entitled "Relationship to Career Education" is meant to be a stimulant to your own thinking, not an inclusive listing of what you can do. (It is also worth noting that many of the people in these programs may be unfamiliar with career education and with the potential of their resources for use in career education efforts.)

WHAT FEDERAL PROGRAMS CAN HELP?

The following agencies/programs might be helpful:

ACTION — Page

National Student Volunteer Program (NSVP) 1
Retired Senior Volunteer Program (RSVP) 2
University Year for ACTION (UYA) 3
Youth Challenge Program (YCP) 4

Civil Service Commission 5

Department of Commerce

Minority Business Enterprise Program 6

Department of Defense 7

Department of Health, Education, and Welfare

Fund for the Improvement of Postsecondary Education (FIPSE) 8
National Institute of Education
Education and Work Program 9
Office of Education
Career Education Program 10
Community Education Program 11
Consumers' Education Program 12
Cooperative Education Program (Higher Education) 13
Curriculum Development Program 14
Education for the Handicapped 15
Educational Opportunity Centers (EOCs) 16
Exemplary Projects in Vocational Education 17
Program for Education of the Gifted and Talented 18
Research Projects in Vocational Education 19
Special Services for Disadvantaged Students in Institutions of Higher Education 20
Talent Search 21
Upward Bound 22
Vocational Education Personnel Development 23
Women's Educational Equity Program 24

Department of Labor
Apprenticeship Outreach Program (AOP) 25
Apprenticeship Training 26

Comprehensive Employment and Training Act 27
Employment Service 28
Manpower and Employment Data 29
Manpower Research and Development Projects 30
Occupational Information System Grant Program 31
Work Experience and Career Exploration Program (WECEP) 32
Women's Special Employment Assistance 33

National Aeronautics and Space Administration 34

National Audiovisual Center 35

President's Committee on Employment of the Handicapped 36

Small Business Administration

Management Assistance to Small Businesses 37
Service Corps of Retired Executives/Active Corps of Executives (SCORE/ACE) 38

WHO IS CAREER EDUCATION FOR?

If your career education program serves:

Elementary and secondary students ----- *see pages* .... 1,2,4,5,6,7,9,10, 11,12,14,15,16,17, 18,19,20,21,22,24, 25,26,27,28,29,30, 31,32,33,34,35,36, 37,38.

Students enrolled in institutions of higher education ---------- *see pages* .... 1,2,3,4,5,6,7,8, 9,10,11,12,13,14, 15,16,17,19,20,21, 24,27,28,29,30,31, 33,35,36,37,38.

Adults ---------- *see pages* .... 1,9,10,11,12,19, 24,27,28,29,30,31, 33,35,36,37,38.

If your career education program serves:

Gifted and talented students --------- *see pages* .... 10,18.
Handicapped students ---------- .... 10,15,36.
Low income students ---------- .... 3,4,5,10,16,19, 20,21,22,27.
Minority students ---------- .... 6,10,19,25,37.

If your career education program is trying to reduce sex stereotyping in career choice: *see pages* .... 9,10,24,26,33.

If your career education program is training personnel to deliver career education: *see pages* .... 7,9,10,15,19, 23,24.

DO YOU WANT RESOURCE PEOPLE?

Who are:

	see page(s) ....
High school students	1,4
College/university students	1,3,4
Business people	6,38
Aerospace scientists	34
Retired persons	2,38
Specialists in the needs of the handicapped	15,36
Familiar with the status of women in the world of work	24,33
Minority persons	6
Familiar with employability skills/job placement	28
Members of the armed services	7
Specialists in educational placement	16,20,21,22
Workers in/familiar with apprenticeable trades	25,26
Knowledgeable about careers in the Federal government	5
Familiar with job training programs	27

DO YOU WANT FREE STUFF?

If you want free:

Aptitude testing	see page(s)	7
Films on loan		35
Information about jobs and rights of women		33
Data on job trends and workers		29
Help in starting a student volunteer program		1
Displays (on loan) on careers in aerospace science		34
Displays (on loan) on operating a minority business		6
Tours of military bases		7
Books on career education		10
Information on running a small business		37

(If you're willing to pay a little, most of the programs in this book can also provide additional assistance.)

DO YOU NEED $$$?

To operate components of:

Elementary and secondary career education programs	*see pages*	4,9,10,11,12, 15,16,17,18,19, 20,21,22,23,24, 25,27,30.
Postsecondary career education programs	....	3,4,8,9,10,12, 13,16,19,20,21, 24,27,30.
Adult career education programs	....	9,10,11,12,19, 24,27,30.

WANT TO STRENGTHEN A PROGRAM COMPONENT?

If you are interested in:

all volunteer armed forces and career education - *see page(s)* 7
career awareness ---------- 6,7,9,10,11, 17,25,28,29,31, 34,35,37,38
career clusters ---------- 14,17,35
career counseling and guidance ---------- 5,6,7,8,9,10, 11,16,17,19,20, 21,25,26,27,28, 29,30,31,33,34, 35,36,38
career education implementation ---------- 8,9,10,11,12, 15,17,19,25,27,30
career exploration ---------- 1,4,5,9,10,13, 17,19,22,32,34, 35,37,38
career information ---------- 8,9,10,11,16, 17,19,20,21,22, 25,26,27,28,29, 30,31,33,35,36, 37,38
career placement ---------- 8,9,10,16,17, 19,20,21,22,25, 26,27,28,30,31
career preparation ---------- 3,5,8,10,11, 13,17,19,25,27, 37,38
community involvement ---------- 2,6,7,9,10,11, 17,19,34,36,37,38
curriculum development ---------- 9,10,12,14,17
equity/equality in career choice ---------- 9,10,24,26,33
inservice/preservice training ---------- 7,9,10,15,19, 23,24
work experience ---------- 3,4,5,6,9,10, 13,17,18,19,32

Program Title: National Student Volunteer Program (NSVP)

Description: NSVP exists to encourage and assist the development and improvement of local, independent college and high school student volunteer programs. Each local program determines its own goals, objectives, activities, and procedures. NSVP provides technical assistance materials, training, and on-site consultation. Technical assistance materials include basic "how-to" manuals, program kits containing case studies of student projects, an academic credit kit, a funding kit, directories of student volunteer projects,& thejournal Synergist. Training sessions for project directors/advisors are held periodically. On-site consultation is provided to programs in need.

Relationship to Career Education: Students in career education programs could establish and operate volunteer programs, with assistance from NSVP, as a means of career exploration/work experience.

Financial Assistance: Funds are not made available by ACTION for NSVP. All assistance is in the form of technical help.

Publications: "ACTION - Meeting Community Needs Through Voluntarism, A Guide to ACTION's Domestic Programs," ACTION, 1974.

Where To Get Help: ACTION
National Student Volunteer Program
806 Connecticut Avenue N.W.
Washington, D. C. 20525

Program Title: Retired Senior Volunteer Program (R.S.V.P.)

Description: RSVP is one program of ACTION, the Federal agency for volunteer service. The purpose of RSVP is to provide a recognized role in the community and a meaningful life in retirement for older adults (aged 60 and over) through significant volunteer service. The RSVP program provides volunteers in such locations as schools, hospitals, courts, day care centers, libraries, etc. There are no eligibility requirements for volunteers based on income, education, or experience; and volunteers are reimbursed for out-of-pocket expenses.

Relationship to Career Education: RSVP volunteers can and are participating in career education programs. They bring a great variety of skills into the schools, both leisure time interests and abilities as well as experience in the world of paid employment. In addition, they allow students in career education programs to learn about and share experiences and values of persons who many students have had little contact with.

Financial Assistance: Program grants are made available to public and private community service organizations with experience and interest in the needs of older adults.

Publications: Something Wonderful Happens When R.S.V.P. Comes Into a School, Mildred G. Foley, Ohio Commission on Aging, 1975.

Where To Get Help: Retired Senior Volunteer Program
ACTION
806 Connecticut Ave., N.W.
Washington, D. C. 20525

Program Title: University Year For ACTION (UYA)

Description: UYA is a service-learning program enabling college students to serve off-campus while receiving academic credit. UYA volunteers help the poor in urban and rural low-income communities move toward solving their own problems. UYA participants are located in 56 universities across the nation and include mostly juniors and seniors, although first-year and second-year students are also in the program. UYA volunteers are assigned in eight general areas: education; administration of justice; health; social services; economic development; housing; environmental protection; and consumer protection. Grant recipients include both two-year and four-year institutions of higher education. In general, UYA volunteers earn credit for the work that they do, and in addition, are required to attend seminars, follow independent study courses, and/or submit research papers and reports, but they do not attend traditional campus-based courses.

Relationship to Career Education: Institutions of higher education may apply for UYA grants. Scondary school career education programs could familiarize students with UYA as a factor they may wish to consider in deciding to or applying to enter college. Aspects of the UYA program could be incorporated in some senior high school programs, so that UYA might be a useful model for secondary school work experience programs.

Financial Assistance: Grants are made to institutions of higher education or associations of such institutions. State or local agencies or other private non-profit organizations may apply as a sponsor for one or more university-based programs.

Publications: "University Year for ACTION," April 1975.

Where To Get Help: University Year for ACTION
Office of Public Affairs
ACTION
806 Connecticut Avenue, N.W.
Washington, D. C. 20525

Program Title: Youth Challenge Program (YCP)

Description: The purpose of YCP is to offer young people (14-21) opportunities for combining service with educational growth. Students serve poverty communities in a variety of ways, such as: Assistance in day care centers, nursing homes, and health clincs; tutoring; counseling and job finding for other young people; assistance to the elderly and the handicapped; etc. Students work without pay for approximately 6 hours per week, usually for about one year. ACTION provides technical assistance and limited funds for about half of the administrative costs of the project. The high school, community college, college or other non-profit organization provides for the academic component and manages the project. Community representatives in business, industry, local and state government, service organizations, schools, and the community usually serve in an advisory capacity.

Relationship to Career Education: YCP programs could provide extremely useful career exploration/work experience opportunities for students.

Financial Assistance: ACTION provides limited funding on a 50-50 matching basis for planning and operational projects during the first year. ACTION's contribution cannot exceed $4,000 for planning grants and $20,000 for operational grants. Any public or non-profit private institution can be a YCP sponsor.

Publications: "ACTION - Meeting Community Needs Through Voluntarism, A Guide to ACTION's Domestic Programs," ACTION, 1974.

Where To Get Help: Youth Challenge Program
ACTION
806 Connecticut Avenue, N.W.
Washington, D. C. 20525

Program Title: U.S. Civil Service Commission

Description: As the Federal government agency responsible for all Federal employment programs and standards, the Civil Service Commission can provide a variety of information and experiences related to Federal employment. General information about employment in the Federal government is available (see publications below). In addition, the Civil Service Commission offers specific employment information through a network of Federal Job Information Centers. A number of summer job programs are available for high school and college-age youth. These are broken down into five major categories:

(1) Group I: sub-professional jobs in engineering and physical and biological sciences; typist and stenographer jobs; clerk, administrative aide, and other office jobs;

(2) Group II: jobs requiring some college study in a variety of Federal agencies (e.g. Forest Service ; Park Service; Bureau of Land Management);

(3) Group III: jobs requiring a bachelor's degree or equivalent experience and available in a variety of agencies (e.g. Dept. of Agriculture; Dept of Defense; Dept of HEW, etc.);

(4) Group IV: trade and labor jobs (no particular education or experience needed); and

(5) Group V: special programs, including: Student Trainee Program (work-study opportunities for college students leading to eventual professional-level employment); Summer Employment for Needy Youth; and the Federal Summer Intern Program.

Relationship to Career Education: Publications available will help in career exploration and career counseling and guidance. Work opportunities will help in work experience and career exploration, and in some cases may be considered as specific career preparation for entry-level employment with the Federal government.

Financial Assistance: Assistance is given to individuals, but project grants/contracts are not made.

Publications: "Working for the USA," U.S. Civil Service Commission, August 1975 ($.55) (available in Spanish)

"Summer Jobs: Opportunities in the Federal Government," November 1975. Many other publications are available. A few examples are : "The Federal Career Directory," "Guide to Federal Career Literature," "Employment of the Handicapped in Federal Service." "Expanding Opportunities - Women in the Federal Government."

Where To Get Help: U.S. Civil Service Commission
Washington, D. C. 20415

(Persons may also contact their local Federal Job Information Center, usually listed in the phone book, or dial 800-555-1212)

Program Title: Minority Business Enterprise Program

Description: This program assists State and local governments in developing and operating minority business programs and in operating model projects in this area. Research contracts are also used to provide professional services in technical and management assistance to minority business persons and minority-owned firms and to provide professional services in an effort to encourage minority business development. Advisory services and counseling are available as is information on the promotion of minority business development and on the operation of enterprises. Technical and management assistance is available at no cost and includes all forms of counsel, guidance, and advice on the establishment and operation of a business enterprise.

Relationship to Career Education: Career education programs assisting minority students might use these services in career exploration, career awareness, or work experience activities. Assistance might also be given to career education programs in the form of resource persons in school and in career counseling and guidance.

Financial Assistance: State and local government agencies may apply for project grants. Research contracts are solicited separately.

Publications: Publications, slide shows, exhibits, displays, and other infromational materials are available.

Where To Get Help: OMBE Information Service
Department of Commerce
Washington, D. C. 20230

Program Title: Department of Defense

Description: Through its Joint Education Liason Directors of Recruitment (JELDOR) office and local armed services recruiters, the Department of Defense is making a number of materials and services available to local schools. These materials and services are directed at helping educators learn about and present military careers as options for students. Serivces include:

(1) Education orientation visits in which teachers, counselors, and others can tour military bases to learn about the wide variety of careers available;

(2) a military career awareness course for educators, offered on a pre-service or in-service based at numerous universities across the country;

(3) visits of military personnel to schools for talks to students about careers;

(4) free administration and scoring of the Armed Services Vocational Aptitude Test Battery (ASVAB) to high school and post-secondary students.

Publications include a variety of information on military careers (see below). A project presently underway is compiling a bibliography of all military materials that could be used by school personnel in career education efforts.

Relationship to Career Education: Services and materials made available can help students learn about a variety of careers both as possibilities through the military or in civilian life. Tours of bases can be set up for students in many cases and military personnel can be used as in-class resource persons on careers.

Financial Assistance: None available.

Publications: Armed Services VIEW: a microfilmed series which will soon be available for integration into existing VIEW (Vital Information for Education and Work) systems to tell students about career opportunities and training in the armed services. Information included will contain services life style, pay and benefits, educational opportunities, ROTC, service academies, women in the armed services, etc. (Due to be available in the spring of 1976)

Military-Civilian Occupational Source Book, July 1975. This book lists various jobs performed in the armed services, their civilian equivalents, job statements, qualifications needed, and other information to help students explore careers. Individual service branches also have materials in some cases.

Where To Get Help: Contact your local recruiter

Program Title: Fund for the Improvement of Postsecondary Education (FIPSE)

Description: The Fund for the Improvement of Postsecondary Education provides assistance to educational institutions and agencies for a broad range of reforms and innovations. FIPSE's eight major purposes are:

(1) encouraging the reform, innovation, and improvement of postsecondary education and providing equal educational opportunity for all;

(2) the creation of institutions and programs involving new paths to career and professional training, and new combinations of academic and experiential learning;

(3) the establishment of institutions and programs based on the technology of communications;

(4) the carrying out in postsecondary education institutions of changes in internal structure and operations designed to clarify institutional priorities and purposes;

(5) the design and introduction of cost-effective methods of instruction and operation;

(6) the introduction of institutional reform designed to expand individual opportunities for entering and re-entering institutions and pursuing programs of study tailored to individual needs;

(7) the introduction of reforms in graduate education, in the structure of academic professions, and in the recruitment and retention of faculties;

(8) the creation of new institutions and programs for examining and awarding credentials to individuals, and the introduction of reforms in current institutional practices related thereto.

Relationship to Career Education: Many funded projects have goals which overlap with some career education goals. The program priorities in fiscal year 1975, for example, included an area entitled "integration of work and education." Fiscal year 1976 priorities include projects designed to address the "lack of fit between the skills, knowledge, and attitudes taught by postsecondary institutions, and the current and future demands of our economy and society."

Financial Assistance: Project awards are made to higher and postsecondary educational institutions, including profit and non-profit, private, trade, technical and business schools, as well as educational organizations and agencies such as students and faculty associations, trustees, State agencies, and other governmental organizations, and providers of educational services in settings such as musemus, libraries, and workplaces.

Publications: "Resources for Change: A Guide to Projects, 1975-76," Fund for the Improvement of Postsecondary Education, U.S. Department of Health, Education, and Welfare, 1975. (Available through Government Printing Office for $2.35)

Where To Get Help: Fund for the Improvement of Postsecondary Education
Department of Health, Education, and Welfare
400 Maryland Avenue, S. W.
Washington, D. C. 20202

Program Title: Education and Work Program

Description: This program, operated by the National Institute of Education (NIE), conducts research and development activities in career education. Present activities fall under two major goals:

(1) to improve our understanding of the relationship between education and work; and

(2) to increase the contribution education makes to individual's abilities to choose, enter and progress in work that is beneficial to themselves and others. Activities include research, such as studies and policy analyses; program development; and dissemination and technical assistance.

Relationship to Career Ed.: NIE has produced a number of materials and models of use in career education, including curriculum modules; the Experience-Based Career Education models; materials to eliminate sex bias in career counseling; activities and facilities handbooks; materials assessment documents, etc. NIE projects span all age and grade levels.

Financial Assistance: Funds are made available to conduct activities as described above. Specific plans can be determined from the Program Plan prepared each year. Public and private institutions and organizations and individuals may receive funds.

Publications: Some examples are:

Education and Work Task Force, FY 1977 Program Plan, National Institute of Education, September 1975.

EPIE S*E*T*, Educational Products Information Exchange, 1975.

Eleven Career Education Programs, Descriptions of Selected Diverse, and Innovative Programs, 1975.

Issues of Sex Bias and Sex Fairness in Career Interest Measurement, Spring 1975.

Career Education Actities for Subject Area Teachers, Grades 1-6, 6-9, 9-12 (Three Volumes) , May 1975.

Many other items are also available, many through commerical publishers, Persons interested may write NIE for a bibliography.

Where to Get Help: Education and Work Group
National Institute of Education
1200 19th Street, N.W.
Washington, D. C.

Program Title: Career Education Program

Description: The Career Education has two major components:

(1) demonstration projects;

(2) State planning projects;

Five major categories of demonstration projects are funded. These include projects to:

(1) demonstrate incremental improvements in K-12 career education;

(2) demonstrate effective career education in settings such as the senior high school, community colleges, institutions of higher education, and adult and community settings;

(3) demonstrate effective career education for such populations as the handicapped, gifted and talented, minority or low income youth, or to reduce sex stereotyping in career choice;

(4) demonstrate effective training and retraining of personnel; and

(5) communicate career education philosophy methods, program activities, and evaluation results to practitioners and the general public. In addition to these activities and State planning projects, this program provides assistance in the conceptualization, planning, and operation of career education programs through publications and technical assistance activities.

Relationship to Career Ed.: Assistance in all aspects of career education development at State and local levels is available. Funded projects offer a variety of approaches and materials for use by others. Numerous publications are made available by the Office of Career Education (see below).

Financial Assistance: Grants and contracts are made for projects as described above. Eligible applicants include State and local educational agencies. institutions of higher education, and other organizations and institutions. In some cases, profitmaking institutions and individuals may also be funded.

Publications: Some examples are (all free while supply lasts):

An Introduction to Career Education, A Policy Paper of U.S. Office of Education, U.S. Office of Education, 1974.

Career Education: How To Do It, Creative Approaches by Local Practitioners, U.S. Office of Education, October 1974.

Career Education: The State of the Scene, U.S. Office of Education November 1974.

A Systematic Approach to Evaluating Career Education Materials at the Local Level, U.S. Office of Education, November 1974.

Many other materials have also been produced. Copies of speeches by Dr. Kenneth Hoyt are also available.

Where to Get Help: Office of Career Education
U.S. Office of Education
Washington, D. C. 20202

20

Program Title: Community Education Program

Description: The purpose of this program is to encourage and assist:

(1) public schools to involve people of the community in programs designed to meet their educational, recreational, and cultural needs;

(2) a more efficient use of public education facilities through extending the times during which and purposes for which school buildings and equipment are used; and

(3) public schools, in cooperation with other community groups and resources, to establish community education programs as centers for educational, recreational, cultural, and other related community activities and services in accordance with the needs, interests, and concerns of the community. Community education programs must be designed to serve all age groups as well as groups with special needs. Each program must also provide for active and continuous involvement of broad segments of the community. A clearinghouse is also being established by the Program to gather and disseminate information on community education

Relationship to Career Education: Career education practitioners may wish to participate in or become linked with community education programs to expand the resources available to both efforts. Resources in community education programs could potentially have a wide variety of career education applications because of the number and types of community persons/groups involved. Career education for adults might be coordinated through community education programs.

Financial Assistance: Grants are made to State and local educational agencies for projects to plan, establish, expand, operate, and/or provide developmental and technical assistance to one or more community education programs. Grants are made to institutions of higher education to develop, establish, or expand programs for training persons to plan and operate community education programs.

Publications: Programs regulations were printed in the Federal Register on December 12, 1975 (Vol.40, No. 240, pp. 57926 - 57945).

Where To Get Help: Community Education Program
U.S. Office of Education
Washington, D. C. 20202

Program Title: Consumers' Education Program

Description: This program supports:

(1) activities designed to support the development, demonstration, evaluation, and dissemination of new and improved curricula in consumers' education;

(2) the initiation and expansion of consumer education programs at the elementary, secondary, and higher education levels as well as those conducted in communities;

(3) training in consumers education; and

(4) a variety of activities designed to provide consumers' education to the general public. Consumers' education is defined as an effort to prepare persons for participation in the marketplace by imparting the understandings, attitudes, and skills which will enable them to make rational and intelligent consumer decisions in light of their personal values, their recognition of marketplace alternatives, and social, economic, and ecological considerations.

Relationship to Career Education: Career education practitioners may wish to establish consumers' education as part of their overall programs. Materials and strategies of consumers' education projects may be useful in such areas of career education as economic education, employability and "survival" skills.

Financial Assistance: Grants and contracts are awarded to local educational agencies, State educational agencies, institutions of higher education , and public and private non-profit agencies, including libraries, consumer organizations, unions, and community groups.

Publications: "Questions and Answers about the Consumers' Education Program," Office of Consumers' Education, U.S. Office of Education, 1975.

Where To Get Help: Office of Consumers' Education
Room 5624, ROB-3
U.S. Office of Education
Washington, D. C. 20202

Program Title: Cooperative Education (Higher Education)

Description: The goal of the Cooperative Education Program is to enable students in institutions of higher education to alternate periods of academic study with periods of off-campus employment thus allowing these students to earn funds necessary to support and complete their education as well as to gain off-campus experiences closely integrated with their total education and academic and/or career goals.

Relationship to Career Education: Models and efforts of funded projects can be helpful to two and four-year institutions of higher education planning cooperative education programs. Project grants are made available for new awards (see below). Cooperative education programs can be very useful career exploration and/or preparation experiences for students.

Financial Assistance: Project grants/contracts are made in two areas: (1) to 2 and 4-year institutions of higher education for planning, implementing, strengthening, and expanding new or existing Cooperative Education efforts; and (2) to institutions of higher education, combinations of such institutions, other public or private agencies or organizations for training and research projects in cooperative education.

Publications: "Cooperative Education," U.S. Office of Education Briefing Paper, U.S. Department of Health, Education, and Welfare. April 1975.
"Cooperative Education Awards 1970-75," U.S. Department of Health, Education, and Welfare, Office of Education, July 1975.

Where To Get Help: Cooperative Education Program
Bureau of Postsecondary Education
U.S. Office of Education
Washington, D. C. 202020

Program Title: Curriculum Development Program

Description: Authorized under Part I of the Vocational Education Act of 1963, as amended, this program provides for the development, testing, and dissemination of vocational education curriculum materials for use in teaching occupational subjects, including curriculums for new and changing occupational fields and vocational teacher education. It further provides for: developing standards for curriculum development in all occupational fields; coordinating the efforts of the States with respect to curriculum development and management in vocational education;surveying curriculum materials produced by other agencies; evaluating vocational-technical education curriculum materials; and training personnel in curriculum development.

Relationship to Career Education: Many projects conducted under Part I have focused on the development of career education and cluster curricula for use in career education programs. Curriculum coordination across the nation is facilitated by Curriculum Management Centers.

Financial Assistance: Contracts are awarded for specific curriculum development activities; these are announced in Commerce Business Daily.

Publications:

Completed career education curriculum materials include for example:

The Kingdom of Could Be You, a film series for young children using cartoon characters.

Career Education Curriculum Development for Awareness (K-6)

Career Education Curriculum Development for Awareness (K-6) and for Orientation and Exploration (7-9)

Where To Get Help: Curriculum Development Branch
Bureau of Occupational and Adult Education
U.S. Office of Education
Washington, D. C. 20202

Program Title: Education for the Handicapped

Description: Under the Education of the Handicapped Act, the Bureau of Education for the Handicapped (BEH) operates a number of programs. Major Activities include:

(1)aid to states in the initiation, expansion, and improvement of programs for the handicapped;

(2) personnel training;

(3) operation of thirteen Regional Resource Centers to provide advice and assistance to educators in such areas as testing and programming for handicapped children;

(4) operation of thirteen Area Learning Resource Centers to provde information on educational technology available for the education of handicapped children: and

(5) a program of research and demonstration projects to improve education of the handicapped.

Relationship to Career Education: Some research and demonstration projects are directed at the career education needs of the handicapped (e.g. a project at the University of Kentucky is looking at "Program Development Models for New Careers for the Handicapped"). Personnel training grants are awarded for preparation of personnel to function in career education programs for the handicapped. Regional Resource Centers can provide vocational testing and referral services. Area Learning Resource Centerscan link up with the National Instructional Materials Information System for the handicapped. Many States, under the Aid to States part of BEH, provides projects which meed various career education neeeds for the handicapped.

Financial Assistance: Assistance available varies by BEH program. The aid to States Program consists of formula funds allocated to the States. Personnel training is conducted through project grants. Grants and contracts support the research and demonstration and Resource Center programs.

Publications: Improving Occupational Programs for the Handicapped, U.S. Office of Education, Bureau of Education for the Handicapped, 1975.

Information on State activities is available from each State or the appropriate Regional Resource Center. Information on instructional materials is available from Area Learning Resource Centers or the National Instructional Materials Information System.

Where To Get Help: For Information on the Bureau:
Bureau of Education for the Handicapped
U.S. Office of Education
Washington, D. C. 20202

For Information on Locally/Regionally Available services:

Local School System Special Education Office or State Education Agency

Program Title: Educational Opportunity Centers (EOC)

Description: EOCs serve areas with major concentrations of low-income persons by providing, in coordination with other applicable programs and services:

(1) information with respect to financial and academic assistance for persons in such areas desiring to pursue postsecondary education;

(2) assistance to such persons in applying to postsecondary schools;

(3) counseling services and tutorial and other necessary assistance to such persons while attending such institutions (including career counseling); and

(4) assistance in establishing recruiting and counseling pools to coordinate resources and staff efforts to assist the admission of educationally disadvantaged persons to institutions of higher education.

Relationship to Career Education: Can provide assistance to educationally disadvantaged persons in career counseling and educational placement. Can also provide help to students in continuing in higher education programs.

Financial Assistance: Project grants are made to institutions of higher education, associations of such institutions, public and private agencies and organizations, and, in exceptional cases, secondary schools and secondary vocational schools.

Publications: "EOC Briefing Paper"

Where To Get Help: Division of Student Support and Special Programs
Bureau of Postsecondary Education
Office of Education
400 Maryland Avenue, S.W.
Washington, D. C. 20202

Program Title: Exemplary Projects in Vocational Education

Description: This program supported under Part D of the Vocational Education Act of 1963, as amended, has four major purposes:

(1) to create bridges between school and earning a living for young people who are still in school, who have left school either by graduation or by dropping out, or who are in postsecondary programs of vocational education;

(2) to promote cooperation between public education and manpower agencies;

(3) to broaden occupational aspirations and opportunities for youths, with special emphasis given to youths who have academic, socio-economic, or other handicaps; and

(4) to provide for the participation in the program of students enrolled in private nonprofit schools. Projects are normally supported for a period of three years. Priorities in the first and second round of three-year projects have focused heavily on career education projects across all grade levels. Priorities for projects to be funded in fiscal year 1976 center around demonstration of the National Institute of Education's Experience-Based Career Education Program as a program in itself, in conjunction with in-school cluster programs, or in expanded, improved, or newly developed cooperative vocational education and work experience programs. In addition to this program of Federally-administered projects, States administer one-half of all Part D funds based on State priorities (see below).

Relationship to Career Education: Part D projects demonstrate effective career education practices across the nation and are useful models to study and learn from. Materials from these projects may be useful in career education programs. Grant awards are made to allow recipients to operate exemplary projects.

Financial Assistance: Eligible applicants include local educational agencies, State boards for vocational education, and public and private agencies institutions, or organizations. No application for funding will be approved if the state board for vocational education notifies the Commissioner of Education of its disapproval of such application within 60 days of its submission of the Board by the applicant. Half of all appropriated Part D monies are reserved directly for use by State boards. Many States have chosen to fund career education efforts with these funds.

Publications: Many project reports and curriculum and other materials useful in career education projects are indexed in the AIM/ARM(Abstracts of Instructional and Research Materials) system located at the Center for Vocational Education, Columbus, Ohio. Information is also availabe through State Research Coordination Units (RCUs).

Where To Get Help:

For Federally-Administered Funds:

Director
Division of Reseach and Demonstration
ROB-3, room 5042
U.S. Office of Education
7th and D Streets. S.W.
Washington, D. C. 20202

For State-Administered Part D Funds:

State Director of Vocational Education

Program Title: Program for the Education of the Gifted and Talented

Description: This program supports the education of the gifted and talented through:

(1) development and dissemination of information to the public;

(2) grants to State and local educational agencies for the planning, development, operation, and improvement of projects;

(3) grants to State educational agencies for the training of personnel;

(4) grants to institutions of higher education or other appropriate non-profit agencies for training leadership personnel; and

(5) contracts with public and private agencies to establish model programs.

Relationship to Career Education: Career education programs which desire to provide internships or other types of work experience for gifted and talented students may wish to apply for funding. Special counseling programs for the gifted and talented may also be supported. Strategies and materials of these projects may be useful in other career education efforts.

Financial Assistance: Grants and contracts are awarded as described above.

Publications: Program regulations were published in the Federal Register on July 22, 1975 (Vol. 40, No. 141, pp. 30663-30670).

Where To Get Help: Education of the Gifted and Talented
Room 2006, ROB-3
U.S. Office of Education
Washington, D.C. 20202

Program Title: Research Projects in Vocational Education

Description: This program, funded under Part C of the Vocational Education Act of 1963, as amended, is divided between a State portion and a federally-administered portion. State administered funds are used to support the State Research Coordination Unit (RCU) and for research and training programs, experimental programs to meet the special vocational needs of youths, dissemination of information on vocational education research and demonstration, and other purposes. Federally-administered funds are presently being used to support research projects in four major areas: adult vocational education; postsecondary vocational education; individualization and modularization of instructional materials; and special needs populations (e.g. bilingual, migrant, etc). Projects supported in previous years have included: career education; guidance, counseling and placement; alternative work experience; and other areas.

Relationship to Career Education: Demonstration projects have been funded in career education at the State level and federally-administered projects relate closely to career education in many areas. Curriculum materials developed by Part C projects are useful in many cases in career education programs as are program models and strategies.

Financial Assistance: Federally-administered grants and contracts are awarded to local education agencies, State boards for vocational education, public and private agencies, institutions, and organizations. State-administered funds are awarded through the State Director of Vocational Education.

Publications: Publications of Part C projects are placed in the AIM/ARM (Abstracts of Instructional Materials and Research Materials in Vocational and Technical Education) system at the Center for Vocational Education, Columbus, Ohio. Hundreds of project reports, curriculum materials, etc are available, many in career education.

Where To Get Help: For Federall-Administered Part C Funds:

Research Branch
Division of Research and Demonstration
Bureau of Occupational and Adult Education
U.S. Office of Education
Washington, D. C. 20202

For State Administered Part C Funds:

State Director of Vocational Education

Program Title: Special Services for Disadvantaged Students in Institutions of Higher Education

Description: The Special Services Program is designed to provide remedial and other special services for students with academic potential who are enrolled or accepted for enrollment at the institution sponsoring the program. Special Services projects serve those students who by reason of deprived educational, cultural, or economic background, or physical handicap, are in need of such services to assist them to initiate, continue, or resume their postsecondary education. Special services offers tutoring during the academic year, special assistance during the summer, and helps students plan their careers and assists them in gaining admission to professional or graduate schools.

Relationship to Career Education: Special Services can provide career counseling and guidance as well as educational placement service to disadvantaged students enrolled in a sponsoring institution.

Financial Assistance: Project grants are made to institutions of postsecondary education or combinations of such institutions.

Publications: "We Can Work It Out," U.S. Department of Health, Education, and Welfare, Office of Education, 1975.

Where To Get Help: Division of Student Support and Special Services
Bureau of Postsecondary Education
U.S. Office of Education
400 Maryland Ave. S. W.
Washington, D. C. 20202

Program Title: Talent Search

Description: The goals of the Talent Search Program are to:

(1) identify qualified youths of financial or cultural need with an exceptional potential for postsecondary educational training and encourage then to complete scondary school and undertake postsecondary educational training;

(2) publicize existing forms of student financial aid;and

(3) encourage secondary-school or college dropouts of demonstrated aptitude to reenter educational programs, including postsecondary school programs. Participants receive counseling on educational opportunities and the educational/personal requirements necessary for various careers, information about financial aid, and assistance in completing postsecondary education admission requirements.

Relationship to Career Education: May provide assistance to selected students, at the middle school level and above, in exploring various careers and their educational requirements. Talent Search projects may also provide help in educational placement efforts. Advisory Boards of Talent Search projects may help form linkages between secondary and postsecondary educational institutions to ease this transition for students of financial or cultural need.

Financial Assistance: Project grants are made to institutions of higher education, associations of such institutions, public and private agencies and organizations, and in exceptional cases, secondary schools and secondary vocational schools.

Publications: "We Can Work It Out," U.S. Department of Health, Education, and Welfare, Office of Education, 1975.

Where To Get Help: Division of Student Support and Special Programs
Bureau of Postsecondary Education
Office of Education
400 Maryland Avenue, S.W.
Washington, D. C. 20202

Program Title: Upward Bound

Description: Upward Bound is designed to generate skills and motivation necessary for success in education beyond high school for students who have traditionally been underachievers in education because of their low-income backgrounds, and because of substantially inadequate secondary school preparation. Students are usually selected after completion of the 10th or 11th grades. They generally live on a college campus during the summer and take part in a variety of academic, social, and cultural activities. They continue the program during the academic year and also receive help with their ongoing school work.

Relationship to Career Education: Upward Bound can provide help in the career counseling and guidance of low-income students, including educational exploration and placement in higher education opportuntities.

Financial Assistance: Project grants are made to institutions of higher education, associations of such institutions, public and private agencies and organizations, and, in exceptional cases, secondary schools and secondary vocational schools.

Publications: "We Can Work It Out," U.S. Department of Health, Education, and Welfare, Office of Education, 1975.

Where To Get Help: Division of Student Support and Special Programs
Bureau of Postsecondary Education
Office of Education
400 Maryland Avenue, S.W.
Washington, D. C. 20202

Program Title: Vocational Education Personnel Development

Description: Funded under the Education Professions Development Act, this program has two major parts: Sections 552 and 553. Under Section 552, awards are made to universities for graduate leadership development programs in vocational education. Each of the present 33 such programs devotes a segment of the training to career education. Under Section 553, awards are made to States for cooperative arrangements for :

(1) exchanges of vocational education personnel with skilled technicians and supervisors in industry;

(2) inservice training programs;

(3) short-term or regular session institutes to improve the qualifications of persons entering and re-entering vocational education.

Relationship to Career Education: Graduate programs under Section 552 have developed methods of providing graduate leadership training in career education which might be adapted by others in training personnel. Many Section 553 projects provide career education training and have produced useful models and materials. Grants may also be made available for inservice training as described above.

Financial Assistance: Project grants are made under Part F, Section 552, to institutions of higher education and include fellowships for students. Grants under section 553 are made to State boards of vocational education.

Publications: Many project reports and materials are available in the ERIC system.

Where To Get Help: Division of Educational Systems Development
Bureau of Occupational and Adult Education
U.S. Office of Education
Washington, D. C. 202020

Each state also has a Director of Vocational Education Personnel Development who may provide information on State activities/ priorities under Section 553.

Program Title: Women's Educational Equity Program

Description: The Women's Educational Equity Program conducts activities at all levels of education to include:

(1) the development, evaluation, and dissemination of curricula, textbooks, and other educational materials related to educational equity;

(2) preservice and inservice training for educational personnel including guidance and counseling with special emphasis on programs and activities designed to provide educational equity;

(3) research, development, and educational activities designed to advance educational equity;

(4) guidance and counseling activities including the development of non-discriminatory tests, designed to assure educational equity;

(5) educational activities to increase opportunities for adult women, including continuing educational activities and programs for underemployed and unemployed women; and

(6) the expansion and improvement of educational programs and acrivities for women in vocational education, career education, physical education and educational administration.

Relationship to Career Education: Educational Equity Program projects can assist career education in eliminating sex bias and sex stereotyping in career choice. Both project models and materials will be available, as well as technical assistance in implementing provisions of Title IX of the Education Amendments of 1972 and in achieving educational equity for women in general.

Financial Assistance: Project grants and contracts are made to public agencies, private non-profit organizations, and individuals. In addition to the basic program of major awards, there is a small grant program of projects limited to awards of not more than $15,000.

Publications: Proposed Rules were published in the Federal Register on August 11, 1975 (Vol. 40, No. 155, pp. 33802-33809).

Where To Get Help: Women's Educational Equity Program
U.S. Office of Education
400 Maryland Avenue, S. W.
Washington, D. C. 20202

Program Title: Apprenticeship Outreach Program (AOP)

Description: This program has as its primary purpose the recruitment, motivation, and guidance of primarily minority youth toward entrance into apprenticeship programs operated by labor and management, with heavy emphasis being placed on the skilled contruction trades. Projects aid participants in meeting the basic qualifications necessary to pass the entrance requirements for apprenticeship and further assist them in making application for the apprenticeship openings that are available. Project components include: individual counseling and evaluation; trade orientation; refresher courses (math, trade, science, etc); test practice; and mock interviews. Most projects involve approximately 30-40 participants over a 12-month period for a total cost of between $45,000 and $60,000. Projects are awarded to non-profit organizations which can carry out the objectives of AOP. Projects must actively involve organized labor, management, and the minority community.

Relationship to Career Education: Projects are required to seek the active involvement of many community groups, including schools. Further, school career education programs might well benefit from seeking linkages to AOP projects as a means of increasing career awareness and exploration opportunities for students and for assisting some students in career preparation and placement.

Financial Assistance: Project grants and research contracts are made to non-profit organizations.

Publications: "Apprenticeship Outreach Program (AOP) - Program Description" July 1972.

Where To Get Help: Office of National Projects Administration
Employment and Training Administration
U.S. Department of Labor
Washington, D. C. 20210

Program Title: Apprenticeship Training

Description: This program promotes labor standards that safeguard the welfare of apprentices and guide, assist, and improve apprenticeship. Field staff in every State work closely with employers, unions, and State apprenticeship agencies to develop programs and devise better ways to give training. The program approves and registers programs, gives employers technical assistance on training, and searches out new ways to improve apprenticeship. The program has a special emphasis on helping minority persons become skilled craft workers. Apprenticeship Information Centers exist in 34 local employment service offices to provide information on apprenticeship opportunities. In addition, there exists an Apprenticeship Outreach Program to assist minority persons (see p.26).

Relationship to Career Education: Apprentice[illegible] programs and services may be helpful for career exp[illegible]ation and to assist some students to enter apprenticeshi[illegible] training. There exist over 350 apprenticeable trades, including such work as: automotive mechanic, baker, carpenter, drafter, etc. Apprenticeship Information Centers may have career information that could be used in career education programs. Exposing female students to apprenticeship opportunities is also possible through the Centers and information available (see the pamphlet: "Why Not Be an Apprentice?")

Financial Assistance: All assistance is in the form of advisory service and counseling

Publications:
"Apprenticeship," U.S. Department of Labor, 1975 ($.30)
"Apprentice Training: Sure Way to a Skilled Craft," U.S. Department of Labor, 1974 ($.30)
"Jobs for Which Apprenticeships Are Available, " U.S. Department of Labor, 1974.
"Why Not Be An Apprentice?" U.S. Department of Labor, 1974 ($.25)
"The National Appreticeship Program."U.S.Department of Labor, 1972
(Publications for which a price is listed may be obtained through the Superintendent of Documents, Washington, D. C.)

Where To Get Help:
Bureau of Apprenticeship and Training
Employment and Training Administration
U.S. Department of Labor
Washington, D. C. 20212

Program Title: Comprehensive Employment and Training Act (CETA)

Description: CETA's major purpose is to provide the economically disadvantaged, the unemployed, and the underemployed with the assistance they need to compete for, secure, and hold jobs challenging their fullest capabilities. CETA programs cover testing, counseling, skills training in the classroom or on the job, and basic education. They include job restructuring, job development, work experience, and public employment. 80% of all CETA funds go to State and local governments, acting as Prime Sponsors, (defined below), with the remainder being available for national programs. Title I of CETA permits Prime Sponsors to establish programs of comprehensive services, including recruitment, orientation, counseling, testing, placement, classroom instruction, institutional and on-the-job training, allowances, supportive services, and transitional public employment jobs. 9% of Title I funds are available for vocational education and other manpower services on a Statewide basis. Title II provides for transitional public employment. Title III provides for Federally-supervised manpower programs for Indians and migrants, as well as for youth, offenders, older workers, and other special groups. Research and development projects are also authorized (see p. 30). Title IV continues the Job Corps. Title V establishes a National Commission for Manpower Policy, and Title VI provides for public service employment.

Relationship to Career Education: Disadvantaged, unemployed, and underemployed persons 16 and above may benefit. Career education programs might use CETA funds for allowable activities as described above. Prime Sponsors are required to have local advisory groups which include educational organizations (as are States), and any educational organization may review and make input to local and State plans.

Financial Assistance: Most funds are distributed through State and local Prime Sponsors, except for Federally-administered portions. A Prime Sponsor is usually:

(1) a unit of local government with a population of 100,000 or more;

(2) a combination of such units;

(3) an entire State; or

(4) a State serving the balance of its territory not included in any local Prime Sponsor's area.

Publications: "A New Approach to Manpower: An Introduction to the Comprehensive Employment and Training Act of 1973 for Prime Sponsors," U.S. Department of Labor, 1974.

"The Role of Local Governments Under CETA," U.S. Department of Labor, 1974.

Where To Get Help:
At the Local Level: contact the Mayor's Office
At the State Level: contact the Governor's Office
At the Federal Level: contact- U.S. Department of Labor
Employment and Training Administration
Washington, D. C.

Program Title: Employment Service

Description: The public employment service is a network of over 2,400 local officer across the nation. Its central task is assisting job seekers in finding suitable jobs, either at once or after needed training and other manpower services, and helping employers find needed workers. The Employment Service operates a computerized job bank in 43 States to provide a daily printout of jobs available in the entire local area of an office. The Service offers a variety of assistance to Comprehensive Employment and Training Act (CETA) prime sponsors, including: orientation and counseling; occupational and attitude testing; job information; job search help and job development; selection and referral to training; registration for employment and training; and outreach.

Relationship to Career Education: Employment Service staff can assist in school placement programs and provide assistance to schools in helping students acquire job information; information about training opportunities; occupational and aptitude testing (including a revised Spanish-language version of the General Aptitude Test Battery (GATB) now being developed); and other services. Employment Services staff can speak to students and in many career education programs assist in mock job interviews or other activities.

Financial Assistance: Project grants are made to State employment security offices only.

Publications: "The Employment Service," U.S. Department of Labor, Manpower Administration, 1975. (0-595-365)
Dictionary of Occpuational Titles

Where To Get Help: U.S. Employment Service
Employment and Training Administrtion
U.S. Department of Labor
Washington, D. C. 20213

38

Program Title: Manpower and Employment Data

Description: The Bureau of Labor Statistics has as one of its major tasks the development and dissemination of information on future occupational manpower requirements and supply. Numerous reports and other types of information are made available. The Bureau publishes, for example , the Occupational Outlook Handbook,which includes descriptions of a large number of occupations. The descriptions include: nature of the work; where workers are employed; training needed; other qualifications; advancement; employment outlook; earnings; working conditions; and where to go for more information.

Relationship to Career Education: Many publication (listed below) have useful information for both career counseling and guidance and for use by students in studying different career areas.

Financial Assistance: None available.

Publications: Occupational Outlook Handbook for 1974-75 (published biennially)

Looking Ahead to a Career - A Slide Series, 1975 ($10.00)

Occupational Outlook for College Graduates

Occupational Outlook Quarterly

Motivational Pamphlets Series "Thinking of an Office Job"?; "Science and Your Career"; "Ecology and Your Career"; "Liberal Arts and Your Career"; Math and Your Career"; "English and Your Career"; "The Outdoors and Your Career"; "Social Science and Your Career"; "Your Job as a Repair Mechanic".

Jobs For Which Series: "Jobs for Which a High School Education is Preferred, but Not Essential;" "Jobs for Which a High School Education is Generally Required"; "Jobs for Which Junior College, Technical Insitute, or Other Specialized Traintin is Usually Required"; "Jobs for Which a College Education is Usually Required"; "Jobs for Which Apprenticeship are Available."

Where To Get Help: Bureau of Labor Statistics
U.S. Department of Labor
Washington, D. C. 20212

Program Title: Manpower Research and Development Projects

Description: Authorized in the Comprehensive Employment and Training Act (CETA) of 1973, this program conducts "a comprehensive program of manpower research; and "a program of experimental, developmental, demonstration, and pilot projects... for the purpose of improving techniques and demonstrating the effectiveness of specialized methods in meeting the manpower, employment, and training problems." Activities supported include: research and development projects, doctoral dissertation grants, and small-grant research projects.

Examples of projects supported which may be of interest to those in career education include:

(1) the Career Information System developed in the State of Oregon and now being expanded in eight other States;

(2) the Women in Wisconsin Apprenticeship Program which demonstrated ways in which employment barriers to women could be reduced;

(3) development of a "Handbook for Use of Basic Job Skills" to increase knowledge of career options among handicapped persons; and

(4) the development of a vocational guidance program for high school youth in Houston, Texas.

Relationship to Career Education: Educational agencies are eligible applicants for project funding. Projects completed and underway offer a variety of approaches and materials which may be helpful in career education programs

Financial Assistance: Grants and contracts are made to academic institutions, State and local government organizations and individuals.

Publications: Manpower Research and Development Projects, U.S. Deparment of Labor, Manpower Administration, 1974. (contains project abstracts and regulations.)

Project reports and products are made available through:

(1) NTIS-National Technical Information Service

(2) GPO-Government Printing Office

(3) Employment and Training Administration, U.S. Department of Labor.

Where To Get Help: Office of Manpower Research and Development
Employment and Training Administration
U.S. Department of Labor
Washington, D. C. 20210

Program Title: Occupational Information System Grant Program

Description: The objectives of this program. operated by the Employment and Training Administration of the U.S. Department of Labor, are:

(1) to help persons learn about and understand career options;

(2) to help labor force entrants become aware of occupations which are acceptable and personally satisfying;

(3) to encourage persons in the process of making decisions on careers to explore vocational possibilities on their own;

(4) to increase awareness of major sources of occupational information; and

(5) to provide support for related programs including career education, career and employment counseling, and manpower and educational planning. To date, grants of $300,000 have been awarded to each of 8 states to begin planning this program (Alabama; Colorado; Massachusetts; Michigan; Minnesota; Ohio; Washington; and Wisconsin). Each program will have an active policymaking board which will integrate and stengthen relationships among various segments of the community involved in career choice. Information on occupations wil include such topics as : job duties; legal, educational, and training requirements for entry; current employment; job outlook; and earnings and fringe benefits.

Relationship to Career Education: In States which have received grants, the OIS system will be of direct use in career exploration and career counseling and guidance. Other States may benefit from the lessons being learned and applied in the program if they desire to set up systems of their own or if funds are made available for expansion of this program. Expansion is not planned at the present time.

Financial Assistance: Project grants have been made to 8 States to date for 3-4 year programs. Additional grants are not anticipated at present.

Publications: "Occupational Information Systems Grants Program: State Project Summaries,", U.S. Department of Labor, November 1975.

Where To Get Help:
U.S. Department of Labor
Employment and Training Administration
National Occupational Informaiton System
Patrick Henry Building
601 D St. N.W.
Washington, D. C.

Program Title: Work Experience and Career Exploration Program (WECEP)

Description: This program allows students aged 14 and 15 to work up to 23 hours per week in school-related work experience or career exploration programs which are school-supervised and school-administered. In States which participate in the WECEP, the following conditions characterize the program:

(1) only students aged 14 or 15 may participate;

(2) students must receive school credit for participation;

(3) work experience or career exploration must be related to in-school instruction and that instruction must include job-related and employability skill instruction;

(4) a teacher-coordinator must supervise each group of approximately 12-25 students, including visits to work stations;

(5) students must be paid according to statutory minimum wage provisions;

(6) a written training agreement must be signed by the teacher-coordinator, employer, and the student and must be approved by the parent or guardian;

(7) certain hazardous occupations are prohibited;

(8) employment may not exceed 23 hours per week when school is in session and 3 hours per day when school is in session, any portion of which may be during school hours; and

(9) employment of students may not displace already employed workers in the particular establishment.

Relationship to Career Education: Local school districts might participate in this program if their State participates. Opportunities for career exploration and/or work experience are made possible.

Financial Assistance: Funds are not made available by the Department of Labor. The Department of Labor approves State applications only, according to the published regulations.

Publications: Regulations governing this program were published in the Federal Register on September 4, 1975 (volume 40, No. 172) under the title of "Employment of Minors Between 14 and 16 Years of Age in Work Experience and Career Exploration Programs."

Where To Get Help: School systems interested in participating should contact the State Education Agency (in many cases this would be the State Director of Vocational Education).

States wishing to participate should consult the Federal Register of September 4, 1975 and, if necessary, the Wage and Hour Division of the U.S. Department of Labor, Washington, D. C.

Program Title: Women's Special Employment Assistance

Description: This program, operated by the Women's Bureau of the U.S. Department of Labor, provides informational, promotional, technical and advisory services to assist in enlarging the contribution and participation of women in the workforce. This is accomplished by improving opportunities for traiing, counseling, guidance, continuing education, and expansion of day care, household work, and other home related services. The Bureau also works to improve legislation related to equal rights for women in employment and acts as a clearing-house on matters relating to the status of women workers.

Relationship to Career Education: Publications available (see below) may be useful for career exploration and career counseling and guidance. Women's Bureau personnel in Regional Offices may be invited to speak in school programs or provide consultative assistance in reducing sex stereotyping in career choice.

Financial Assistance: None Available.

Publications: A bibliography of publications is available free from the address below. Some examples of materials available or soon to be available are:

"1975 Handbook on Women Workers"
"Twenty Facts on Women Workers," 1975
"Why Women Work," 1975 (The publication and those following are also available in Spanish)
"Women Workers Today," 1975
"The Myth and the Reality, "1974
"Careers for Women in the 70's, " 1973 ($.50)
"Facts on Women Workers of Minority Races," 1975 ($.35)
"A Working Woman's Guide to Her Job Rights," 1975
"Nontraditional Occupations for Women of the Hemisphere: The U.S. Experience, " 1974.

Where To Get Help: Director, Women's Bureau
Employment Standards Administration
U.S. Department of Labor
Washington, D. C. 20210

Program Title: National Aeronautics and Space Administration

Description: One goal of NASA is to assist the educational community in informing students about the activities of the nation in aeronautics and space science. The Educational Programs Office of NASA offers a variety of services to meet this goal:

(1) Guidance and Counseling: consultative assistance to schools and universities relative to careers in space science and technology, including published material dealing with NASA efforts and educational requirements for employment in particular specialties;

(2) Youth Programs: programs such as career exploration, explorer (scout) programs, seminars, etc to familiarize students with developments in the aerospace sciences;

(3) Teacher Education: workshops to familiarize teachers with aerospace developments;

(4) Instructional Resources: to assist in the adapting and updating of courses to reflect the latest information on aerospace developments;

(5) Space Science Education Project: lecture-demonstrations for students to tell them about the aerospace field; and

(6) Speakers, Adult Education Programs, and Professional Educational Conferences.

Relationship to Career Education: NASA resoucres could be helpful in a variety of ways including; resource speakers; career guidance and counseling information; training of personnel; career exploration opportunities; and instructional materials.

Financial Assistance: None available.

Publications: Numerous NASA publications are also available which might be of use in career education programs.

For information on NASA educational resources, persons are urged to contact the nearest NASA Center. A listing of these can be obtained at the address below.

Where To Get Help: National Aeronautics and Space Administration
Educational Programs Officer
Washington, D. C. 20546

Program Title: National Audiovisual Center

Description: The National Audiovisual Center was established in 1969 to provide government agencies and the general public with a central information, loan, sales, and rental service for audiovisual materials produced by or for government agencies.

Relationship to Career Education: Of the 4,500 audiovisuals in the current catalog of the National Audiovisual Center, many can be of help in career education programs. The films span a great variety of topics and might be used for such aspects of career education as: career exploration; career awareness;career preparation; acquisition of job getting skills;etc.

Financial Assistance: None available.

Publications: Following are a few of the film titles available through the Center or sponsoring government agencies, for loan,rental or purchase. Many others may be obtained on this basis. The catalog may be ordered from the address below.

Career Education, 1973.
Careers in Oceanography, 1965.
Code Blue, 1970. (Shows why minority doctors are needed)
A Good Place to Start, 1970. (Shows that the Federal Government offers excellent career opportunities for high school and college graduates.)
Indian to Indian, 1970. (Shows Indians who are part of the working force explaining their lives and work. Part of the Career Job Opportunity Series of the Department of Labor.)
Its You Against the Problem, 1967. (Emphasizes the challenge of research and the education and life of a scientist.)
Today and Tomorrow, 1969. (Shows VA youth volunteers in both career exploration and indirect patient service assignments.)
Where I Want to Be-The Story of a Woman Dentist,1973.

Where To Get Help: National Audiovisual Center
National Archives and Records Service
Gereral Service Administration
Washington, D. C. 20409

Program Title: President's Committee on Employment of the Handicapped

Description: The Committee cooperates with Governor's committees in the 50 States and with local community committees to conduct a national publicity compaign to improve employment opportunities for the handicapped. Advisory services, counseling, and the dissemination of technical information are carried out.

Relationship to Career Education: State and local committees could provide speakers or other assistance and information for career education programs as these programs are serving the handicapped. Literature made available might also be used in career counseling and guidance for handicapped students. Members of local committees might also be used in inservice training sessions, and these committees might help locate resource persons and/or career exploration opportunities for handicapped students. Assistance in career placement of the handicapped is also possible.

Financial Assistance: Project grants/contracts are not made. All assistance is in the form of advisory services, counseling, or dissemination.

Publications: Preparing for Work, A Guide for Special Class Teachers, School Guidance Counselors, Work-Study Specialists, Families of Mentally Retarded Young People, and Mentally Retarded Young People Themselves.

Careers for the Homebound, Home Study Opportunities, President's Committee on Employment of the Handicapped and B'nai B'rith Career and Counseling Services, Washington, D. C. 1974.

Student Projects Designed to Aid Handicapped People.

Guide for Job Placement of the Mentally Retarded.

Where To Get Help: President's Committee on Employment of the Handicapped
Washington, D. C. 20210

Program Title: Management Assistance to Small Businesses

Description: The SBA is a permanent, independent government agency created in 1953 to encourage, assist and protect the interests of small businesses. It operates a number of programs for this purpose, including several types of loans and technical assistance. Of particular interest to career education are:

(1) the Minority Enterprise Program, which assists minority persons to establish and successfully operate their own businesses;

(2) Management Assistance, which includes courses, conferences, counseling, and other means to help the potential or existing small businessperson;and

(3) the Advisory Council Program which exists in each of the 65 district office locations to help inform the community about the needs of small businesses and to help small businesses grow.

Relationship to Career Education: Persons involved in the Minority Enterprise Program would be able to speak to students and perhaps provide career exploration opportunities. SBA courses and other types of management assistance might be of use to school programs or potential small business operators about to graduate school. Advisory Councils might be enlisted to help support local career education programs. SBA also puts out a number of publications which could be used in career education programs (see below).

Financial Assistance: Makes a variety of loans to assist in the establishment and development of small businesses

Publications: For-Sale Booklets (persons may write for a free bibliography):

Examples: "Human Relations in Small Business: The Starting and Managing Series (e.g. "Starting and Managing a Service Station"; Starting and Managing a Pet Shop"; "Starting and Managing a Small Restaurant;" etc.)

Free Booklets (persons may write for a free bibliography)

Examples: "Steps in Incorporating a Business"
"Matching the Applicant to the Job"
"Personal Qualities Needed to Manage A Store"

Where To Get Help: Small Business Administration
Washington, D. C. 20416

47

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Program Title: Service Core of Retired Executives/Active Corps of Executives (SCORE/ACE)

Description: The purpose of the SCORE/ACE program is to provide free business and management counseling to small businesses already in operation or just starting, nonprofit organizations, and community groups. SCORE/ACE volunteers work through chapters at the local level. SCORE volunteers are retired businessmen and women, successful in their oun businesses and willing to give their time and experience to help other businesses grow. ACE volunteers are active businessmen and women who utilize their expertise to help their communities prosper.

Relationship to Career Education: SCORE/ACE volunteers might be used to talk with students and otherwise assist in career awareness, exploration, and preparation activities. These persons might also be used in career counseling and guidance.

Financial Assistance:

SCORE: Any group of retired business executives may begin a local chapter and apply for grant funds for out-of-pocket expenses.

ACE : Any group of business executives may form a local chapter and apply for grant funds for out-of-pocket expenses.

Publications:

"Fact Sheet on the SCORE Program"

"SCORE Counselors' Guide Book"

Where To Get Help:

SCORE/ACE
Small Business Administration
1441 L Street, N.W.
Washington, D.C. 20416